

**Town of Wolfeboro
Capital Improvements Program Committee**

**September 10, 2020
8:00 AM
Abenaki Lodge and Virtual Access**

DRAFT MINUTES

Members Present (In-person): Kathy Barnard, Chairman, Paul O'Brien, Board of Selectmen's Representative, Mike Hodder, Planning Board Representative, Bob Loughman, Budget Committee Representative, Chuck Sumner, Paul Whalen, Members.

Members Present (Virtual): Linda Murray, Board of Selectmen's (Alternate) Representative, Kathy O'Blenes, GWRSD Representative, Suzanne Ryan, Member.

Staff Present: Matt Sullivan, Director of Planning and Development, Lee Ann Hendrickson, Administrative Secretary.

Chairman Barnard called the meeting to order at the Abenaki Lodge at 8:00 AM.

I. Narrative Review

The Committee reviewed the CIP Narrative and recommended changes to such (due to poor audio the specific changes were unable to be heard and retrieved from the recording and the following is only a partial list of the revisions).

- Page 3; include Vaune Dugan as Planning Board member and move Linda Murray's name and title to be under Paul O'Brien's name and title
- Include an explanation re: voting on each of the 2021 projects
- Dockside Parking Lot; close out parenthesis
- Page 10, Bay Street Sidewalks
- Page 12, strike remainder of sentence following "\$3.5 million"
- Spell out acronyms

The Committee discussed the Port Wedeln Beach/Drainage Upgrades project and agreed to remove from plan if Dave Ford cannot provide additional information

II. Spreadsheet Review

Matt Sullivan stated he edited the spreadsheet as discussed at the 9/3/20 meeting.

Mike Hodder questioned the sewer pump station upgrades.

Matt Sullivan stated the first iteration of such for \$3.5 million was in for 2021 however, subsequently Dave Ford adjusted such to include \$100,000 for engineering in 2021 with \$3.5 million in 2022.

Mike Hodder stated there is no project proposal for such.

Matt Sullivan stated he would look into such. Referencing the Public Safety Building, he stated such would be moved out to 2023 because the BOS were clear in their goals to move said project out to 2023. He stated there would not be any more detail on the project provided to the Committee.

Paul O'Brien stated there is no clarity as to the location of the building and whether there will be one or two buildings. He stated the matter needs to be further discussed by the building committee.

Matt Sullivan stated there was no formal building committee that was appointed by the BOS rather, the committee consisted of Staff and one member of the BOS (Town Manager, Police Chief, Fire Chief, Dave Senecal and himself). He stated the staff discussed alternatives for the Public Safety Building. He stated the project is the number one facilities project in the minds of the BOS and regardless of the lack of organization and structure the project will come forward and needs to remain on the CIP.

The Committee further discussed the Public Safety Building project.

Mike Hodder asked if the meetings of the staff and BOS member are public and can the public attend those meetings.

Matt Sullivan replied no.

Mike Hodder stated the committee was discussing a \$12 million project.

Matt Sullivan stated space programming and potential sites was discussed.

Mike Hodder questioned the discussions that have taken place and 91:A; noting the Town should be transparent in the process.

Matt Sullivan stated he would discuss with the Town Manager today the issue raised regarding 91:A, the transparency of the process and the creation of a Building Committee.

Suzanne Ryan asked why an increase in the annual contribution isn't being considered; noting the current annual contribution is an insignificant amount.

Matt Sullivan stated last year he proposed escalating capital reserve contribution that would ultimately equal the amount of the bond for the construction costs. He stated he still believes that is the best way to proceed with the project.

III. 2021-2030 Capital Improvements Program Development

Department of Public Works

2021 Water Resources Capital Reserve Account; \$50,000

Matt Sullivan stated the request is to establish a Water Resources Capital Reserve Account in 2021 with a predictable annual allocation for a specific list of projects. He stated individual projects have been previously funded. He stated it would be helpful (in the future) to include an ongoing ten year list of projects for completion; noting the list does not currently exist. He stated the 2021 projects are recommended by the Wolfeboro Waters Committee; noting said Committee is comprised of the Assessment Committee, Communications Committee and the Mitigation and Prevention Committee. He noted the following funding requests;

- Assessment Committee; \$10,000
- Communications Committee; \$6,650 (new website platform)
- Mitigation and Prevention Committee; \$800 (publication expenses)

He stated there is an existing appropriation from last year through 319 grants for Lake Wentworth (construction of three stormwater BMPs. He stated an additional \$10,000 is being requested to go towards that project. He stated in the event the \$10,000 is not needed the funds will remain in the account for future stormwater projects. He stated there is interest from both the Planning and Development Department and Public Works Department for additional outreach to the Shorefront Residential District about stormwater quality issues up-gradient of the Town's Shorefront Residential District (\$5,000). He noted such would be in the form of a flyer to be distributed in the electric bills.

Paul O'Brien asked who would produce the flyer.

Matt Sullivan stated a print media consultant hired by either the Planning and Development Office or the Wolfeboro Waters Committee.

Referencing the proposed projects reviewed by Mr. Sullivan, Paul O'Brien questioned whether capital reserve funds are being used in lieu of creating a budget. He stated capital reserve accounts are for capital reserve projects and not operational budget issues.

Matt Sullivan agreed that there should be an operational budget however, there will be a need for capital reserves in the future.

The Committee further discussed the project request and agreed to the following amendments;

- Remove the individual cost estimates for proposed projects
- Draft a capital reserve purpose statement

Suzanne Ryan stated she would favor any large drainage mitigation projects that is associated with road repair be taken from the Water Resources reserve account rather than from the road budget.

It was moved by Bob Loughman and seconded by Mike Hodder to recommend the Water Resources Capital Reserve Account CIP project scheduled for 2021 in the amount of \$50,000 subject to the above noted amendments. Roll call vote: Kathy Barnard – yes, Paul Whalen – yes, Mike Hodder – yes, Chuck Sumner – yes, Bob Loughman – yes, Suzanne Ryan – yes, Paul O'Brien – abstain. The motion passed (6-0-1).

IV. Other Business

Next meeting scheduled for September 17, 2020, 8AM at the Great Hall; agenda to include Libby Museum and potentially the Public Safety Building.

Suzanne Ryan asked if the Committee would be receiving the revenue sheet from those departments that create revenue including the Enterprise Funds. She stated she is looking for historically what the Town has received in revenue to offset the capital funding requests. She expressed concern regarding the Pop Whalen Enterprise Fund and the project request for \$850,000 for repairs to the facility; noting she would like to know what portion of revenue offsets the request.

Linda Murray stated there is a spreadsheet that includes 2018, 2019 and some of 2020 actual v. projects budgets.

The Committee further discussed the Pop Whalen Enterprise Fund.

V. Public Comment

Referencing the Public Safety Building, Linda Murray stated the BOS moved the project out to 2023 because it is not a proposal ready for 2021. She stated there has not been a Right to Know violation; noting there hasn't been anything talked about that is being withheld from the public.

It was moved by Bob Loughman and seconded by Mike Hodder to adjourn the September 10, 2020 CIP Committee meeting. Roll call vote: Kathy Barnard - yes, Paul O'Brien - yes, Mike Hodder - yes, Bob Loughman - yes, Chuck Sumner – yes, Suzanne Ryan – yes, Paul Whalen - yes. The motion passed (7-0).

There being no further business before the Committee, the meeting adjourned at 9:32 am.

Respectfully submitted,

Lee Ann Hendrickson

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